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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

April 29, 1942

ADMINISTRATOR'S MEMORANDUM NO. 10

Use of Long Distance Telephone Service

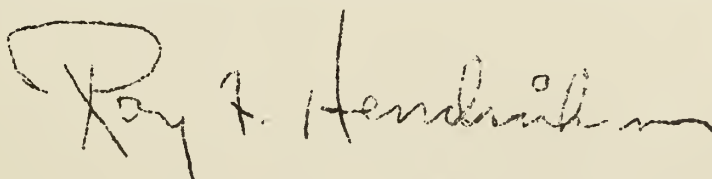
At numerous times the question of the use of the long distance telephone has been brought to my attention. It is quite apparent that this type of communication is being used in excess, and, in many instances, without justification.

I am, therefore, asking that regional directors and chiefs of branches and divisions review the situation and let me have a report at the end of the current month, showing the cost for long distance telephone communications within his region, branch and division. I also would like the same statement at the end of each month until further instructed.

It is further requested that a procedure be set up by each regional director and chief of branch or division within his respective organization providing for proper approval of long distance telephone calls and that telephone calls be authorized only when they are absolutely necessary.

In a number of instances long distance telephone calls have been made late in the afternoon. In those instances where we have an overnight airmail service the matter in hand could just as well be handled by airmail, special delivery, which would place the problem before the person to whom the communication is addressed the first thing the following morning. In instances where we do not have overnight airmail service consideration should be given to the use of a night telegram. This will afford a dual purpose (1) an economy in operation and (2) a written record of the problem.

I cannot over emphasize the necessity for economy in this matter and your careful, personal and immediate consideration thereof is requested.



Administrator

